

February 12th, 2018

The Regularly Scheduled Meeting of the Board of Commissioners for Beach Mosquito Control District was called to order by Chairman Couch at 5:00 P.M. on February 12th, 2018. Couch requested that the roll be recorded, and noted that he and Commissioner Caldwell, Director Clauson, Amy Myers and Laurell Young were present; Commissioner Dean was not in attendance.

Approval of Minutes

In Commissioner Dean's absence Chairman Couch confirmed that everyone had received and reviewed the minutes from the January 15th, 2018 Board Meeting; and asked if there were any changes. Hearing none, he made a motion that the minutes be approved as submitted; Caldwell seconded, and the motion carried without dissent.

Financial Reports

Treasurer Caldwell referenced the financial reports and noted that we had received a total of \$107,799.67, all of which was from tax revenue, since the last meeting; we have \$688,138.02 still to be collected for this fiscal year. Couch questioned whether funds needed to be transferred to cover employee training expenses but it was explained that only 0.6% of the funds budgeted had been spent so far, and a need for additional funds was not anticipated; he also questioned the separate line items in the budget for the chemical Dibrom and was advised that for reporting purposes to the State, that the purchases made using State and Local funds were budgeted separately. Caldwell did not have any other questions or comments and asked if anyone else had any questions regarding the P&L; hearing none he requested that the financials be filed for audit.

Old Business

Couch then moved to Old Business and the new headquarters update. Mr. Perry and Ms. Bromlow were unable to attend the meeting due to traffic; Director Clauson provided an update and tomorrow will get copies of this evening's presentation to have it available for review. The subcontractor, Nova, will begin 'de-mucking' the area where the chemical building will be located; they will have dirt delivered to the site and using the weight of the dirt, it will compress the underlying material. Depending on need, the District's heavy equipment and operators may be used for the project under the supervision of a Nova engineer. Depending on the quantity of dirt needed, the cost may exceed the \$5,000.00 spending limit and may need the Board's approval. Couch made a motion to approve the purchase of the dirt, in advance, if the cost exceeded \$5,000.00; Caldwell seconded, and the motion carried without dissent.

Clauson reviewed the 'Floating Holiday' verbiage with the Board to be added to the Employee Manual that was previously approved at the January 15th, 2018 Board Meeting. Attorney Myers did not have any objections or changes, other than grammatical.

Prior to the meeting one of the employees, Danny Hood, made a written request to amend the Bereavement Leave policy in the employee manual to include nieces and nephews as they are direct

blood relatives and if needed, exchange or reduce the time off for grandparent-in-law, sister-in-law, and brother-in-law. Couch recommended that rather remove or change any of the current relatives that verbiage be added to the policy to allow the Director to approve 3-5 days of bereavement pay to other relatives, at his discretion. Attorney Myers advised that it would be better to add specific relatives rather than leave it at the Director's discretion to prevent any hard feelings and/or perceived preferential treatment. Myers also recommended changing the phrase 'any **relative** living in the household of the employee' to 'any **person** living in the household of the employee'; this would modernize the employee manual to include any non-relative in an employee's household. Couch made a motion to add niece and nephew to the list of relatives in the Bereavement Policy and to change the following phrase in the Policy from 'any **relative** living in the household of the employee' to 'any **person** living in the household of the employee'; Caldwell seconded, and the motion carried without dissent.

Director Clauson provided a review of the Annual MVCAC meeting he attended.

Attorney's Report

Due to her firm's merger, a new engagement with the new firm is needed; there are no changes to the terms of the engagement. Attorney Myers requested the Board's authorization for the Director to sign a new engagement letter once it has been drafted. Couch made a motion to authorize the Director to sign the new engagement letter; Caldwell seconded, and the motion carried without dissent. She had nothing additional to report but she did let the Board know that she has been retained by South Walton Mosquito Control as their attorney.

Director's Report

Clauson began his report by reviewing the calendar of events scheduled for February, March, and April 2018. Director Clauson canceled the District's participation in the Mardi Gras Parade on the 10th due to the adverse weather. Cindy will be at Callaway School with Bay County Mosquito Control to assist with the development of their educational program. Clauson will be attending the HAI Heli-Expo in Las Vegas begin on the 25th with Brad and Larry Kennedy and from there will attending the last two days of the AMCA Annual meeting in Kansas City. Commissioner Caldwell will also be attending the annual meeting, arriving on the 27th and returning on the 2nd. Kaylyn Cullen will be returning to work for the District for six (6) months on March 1st before moving to Gainesville to continue her education. Cindy will be taking the educational trailer to the Outdoor Expo that is being held at the Panama City Fairgrounds on the 9th and 10th, this will be done in conjunction again with Bay County Mosquito Control. Dr. Smith will be holding his annual classes on the 13th and 14th at FSU. Laurell will be attending a Florida League of Cities Risk Seminar in Panama City on the 20th. Mike and Cindy will be attending a two-day Bee College in Blountstown on the 23rd and 24th; they will be able to hear and address concerns from the beekeepers as well as provide information on mosquito control. In April, Cindy has the Rotary Club Fun Fest on the 7th at the library and we will have both the trailer and helicopter there. The commissioners had no comments or concerns with any of the dates and activities planned. Clauson then gave his Operations Report referring to the January 2018 activity reports compiled by Summers and Riles. There was no spraying and most activities were maintenance of equipment. We will start putting the traps out at the end of the month.

New Business

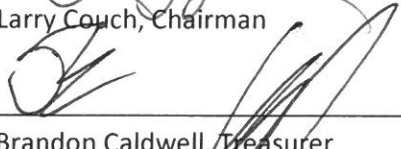
There were no 'New Business' items on the agenda but Director Clauson presented a proposal, including advertising prices, by Marta Rose to advertise in a new magazine, Grand Lagoon Life. The Board did not have any interest in advertising in the magazine.

Announcements

There were no announcements and no further business to come before the board, and Chairman Couch adjourned the meeting at 5:30 PM.



Larry Couch, Chairman



Brandon Caldwell, Treasurer



Joyce Dean, Secretary